

Internship Job Description

Public Safety Internship

The City of Portage's Municipal internship program provides students with on-the-job public sector training and experience while making important contributions to the city.

The Portage Department of Public Safety will, as time and resources permit, participate in an Intern/EFE program. This program is designed to educate college, university and high school students about law enforcement and the criminal justice system and to encourage them to develop the skills and desire necessary to serve in a public safety capacity.

ELIGIBILITY REQUIREMENTS

Candidates for participation as an intern/EFE student must:

- A. Be a student enrolled in an accredited college, university, or high school.**
- B. As a college or university student, be a junior or senior; as a high school student, be a junior or senior.**
- C. Submit to a background investigation, including a fingerprint-based criminal history check.**
- D. Sign a Release/Confidentiality form (if under 18 years of age, the candidate's parent or legal guardian must also sign).**
- E. Be a United States citizen. Foreign nationals may be considered, provided the student is in the USA on a valid student visa and is in compliance with all applicable laws; and**
- F. Sign a waiver releasing the City of Portage from any and all liability.**

APPLICATION PROCESS

- A. Candidates interested in the Intern/EFE program must submit the following:**

- 1. Intern/EFE program application.**
- 2. Release & Assumption of Risk/Confidentiality Agreement.**
- 3. Résumé.**
- 4. College/University/High School Contract (if applicable).**

5. Copy of a government-issued identification card (driver's license, passport, etc.).
6. Copy of the student's transcript for the most recent semester/ trimester completed.
7. Letter of recommendation from the college/university/high school program coordinator, advisor, professor, or teacher.
8. Memorandum describing the goals the intern/EFE student has for participating in the program.

B. All documents must be fully completed and signed, where applicable, and will be submitted to the Human Resources Department.

C. The Deputy Police Chief, or designee, will review the application package, and, when all required documents are properly completed and received will:

1. Meet with the candidate.
2. Initiate the appropriate level of background investigation.
3. Make a recommendation regarding participation.
4. Determine a project and/or focus for the applicant.
5. Have the Intern/EFE candidate complete a City of Portage Volunteer Application.

The Intern/EFE program itself is a training program. Interns/EFE students may participate in selected additional training on topics related to their duties and other topics of interest with the approval of the Deputy Police Chief. Training topics may include:

- Law Enforcement Operations
- The Criminal Justice System
- Crime Scene Activities
- Traffic Enforcement
- Crash Investigation
- Criminal Investigation
- * Communications
- Community Policing